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*orig & Carl.*  
looks like a reasonable and correct disposition of the equipment, etc.

/s/ JAB

14 August 1967

MEMORANDUM FOR: Director Basic and Geographic Intelligence  
FROM: Chief, Map Library Division, BGI  
SUBJECT: Termination of Map Library Microfilm Project

1. On 23 June 1967, D/BGI authorized the cancellation of the map microfilm project which was initiated by the Map Library Division in April 1965. The objectives of the project, as originally conceived, included: improved service to customers, reduced space and manpower requirements, an increased customer base, and improved control over both the map collections and manpower. The decision to discontinue the project was based largely on information provided in a project study, initiated within MLD, which covered the entire two year project history. The study revealed, that in terms of effectiveness, the project did not meet expectations. The principal factors considered in making the decision were as follows:

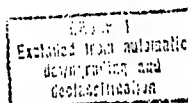
- a. The extremely high cost of providing reference service from microfilm as compared to conventional methods.
- b. Technical difficulties in obtaining satisfactory microfilm images.
- c. Customer preference for original maps or good reproductions, as opposed to microfilm copies or projected images.

Documentation of project costs and microfilm utilization is provided in the project review study mentioned above.

2. Pursuant to the decision to close out the project, the Map Library Division has taken the following action for disposition of files, equipment and supplies:

- a. As of 26 June all microfilming was stopped. Selected exposed film in the processing pipeline will be made into file copy aperture cards. One complete set of aperture cards will be retained to meet possible needs, e.g., approximately 2,000 maps are held in microfilm format only and requests for these

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maps must be serviced from the microfilm file. It is recommended that utilization of this file be reviewed after one year to determine if it can be reduced or destroyed. It may be feasible to convert the microfilm to black-and-white copy which can be interfiled in the hard copy collection. A duplicate set of aperture cards, which was held at the Headquarters Facility, has been destroyed. The Map Library has no external commitments requiring retention of any microfilm files.

b. The Map Library is attempting to dispose of project equipment in a manner best suiting the interests of the Agency. Preliminary discussions with interested Agency components indicate that most of the equipment can be advantageously used in existing Agency activities. Tentatively, equipment will be disposed of in the following manner:

(1) Microfilm camera, Rekordak model MRG. Printing Services Division had indicated a desire to obtain this item.

(2) Reader-printers. MLD has two Itek Reader-printers, model 1824, each with a dryer-stacker module. One complete unit will be retained in MLD for use with the aperture card file which will be retained. This equipment can also be utilized to exploit other microfilm which is received from time-to-time. The Collateral Support Division, NPIC, has indicated a desire to obtain the second unit for use in connection with existing projects.

(3) Card mounter (for mounting roll film into aperture cards), 3M Company "Filmsort" hand mounter. The Collateral Support Division, NPIC, has indicated that they would want this item if they obtained item (2) above.

(4) Aperture card copier, IBM Company "Micro-Copier" model IID. This item will be retained by the Map Library until all film in the processing pipeline is mounted. It is likely that NPIC will want this equipment.

(5) Microfilm viewer. IBM Company "Microviewer". This is a handy desk size viewer with a letter size screen. It will be retained by MLD.

c. Supplies remaining from the project are relatively unimportant as compared to equipment. Reader-printer chemicals and paper are in short supply and all stock will be held in anticipation of making reproductions from the microfilm files retained in Building [REDACTED]. Approximately 500 rolls of unexposed microfilm are on hand; these can be given to Printing Services Division.

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3. Cancellation of the microfilm project will have little effect on Map Library staffing. Division personnel who operated the microfilm camera, mounted aperture cards and maintained the card files (equivalent to one and one-half slots) have been re-assigned to other important duties which were formerly handled as overtime jobs. It should be noted that staffing for the project was originally accomplished with no additions to the Map Library TO.

4. The Map Library machine coding project will be unchanged by the cancellation of the microfilm project. The catalog cards and acquisitions lists will continue to be produced from the bibliographic data generated by the Map Library and provided to the Machine Division, CRS. The Machine Division, however, will no longer prepare punched and printed aperture cards.



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orig to Carl  
30 July 1971

POINTS FOR CONSIDERATION PRIOR TO DESTROYING THE PAPER COPY OF INFORMATION

REPORTS AFTER MICROFILMING

1. The Archivist of the U.S. advises that the original negative of permanent records should be retained in Archives and used only to duplicate work copies as needed.
2. The National Bureau of Standards (NBS) advises that the deterioration of reel film was caused by gases released from the cardboard they were stored in, and the reels should be stored either in metal or inert plastic cans.
3. Both common sense and the Archivist dictate that archival quality microfilm can be obtained only by exercising the tightest and best quality controls in all aspects of the filming process; ie: file preparation, filming, processing, verifying, and storing.
4. From a storage space utilization standpoint, it is not good management to keep both microfilm and the hard copy.
5. CRS is using the original negative of the Information Reports, that they receive and film, in their aperture card -- Is this necessary?
6. The NBS has not determined what effect, if any, the cardboard in the make-up of the aperture card will have on the original negative stored therein. Can we afford to take the chance that it will be as harmful as the cardboard box was to the reel film?
7. The reel film back-up that CRS is sending to VR and/or Archives has been a Diazo duplicate since the Spring of 1968 -- There are currently 1,452 - 35mm reels in the A&RC stamped Ozaphane. Prior to 1968 the A&RC had received 17,153 - 16mm reels marked Positive. It is assumed that this means they are silver positive duplicates of the original negatives, but this must be checked and verified. None of these are in metal or plastic boxes as recommended by NBS.
8. CRS has agreed to assume the "Office-of-Record" responsibility, from the producing offices, for the reports that they receive. In the past, CRS has not received a copy of all information reports produced for one reason or another -- Are the producing offices retaining a copy of the ones they do not give to CRS; and if so, are they in some sort of microform?

STATINTL

  
Chief, A&RC